

Baraboo Community Development Authority
Minutes of the Executive Committee
Tuesday February 25, 2020

Chairperson Wastlund called the meeting to order at 5:15 P.M. in Room 234, Baraboo Municipal Building, 101 South Blvd., Baraboo, WI 53913

1. Roll Call

Present:	Wastlund, Fordham
Absent:	Koehler
Staff:	Patrick Cannon

2. Note of Compliance with Open Meeting Laws

The Chair noted that the agenda was posted in compliance with the Wisconsin State Statutes.

3. Approval of Agenda

A motion was made to approve the Agenda as presented

Fordham (1); Wastlund (2)

Aye: All via voice vote

4. Approval of Minutes – February 4, 2020

A motion was made to approve the Minutes as presented

Koehler (1); Fordham (2)

Aye: All via voice vote

Nay: None

5. Public Comment

No one from the public wished to speak.

6. Old Business

A. Consideration and discussion of proposed changes to the Pet Policy

Staff noted that the current policy had several areas that needed additional clarification. Staff made several recommendations to the policy for review by the Committee.

After careful review and several changes to be incorporated, the Committee directed staff to incorporate the comments and schedule the policy for a final review with the Committee.

B. Consideration and discussion of a comprehensive Policy Manual

Residents from the housing complexes indicated that they did not have a copy of the Admissions and Continued Occupancy Policy (ACOP) manual any longer. Staff was directed to place a copy in each facility.

Staff also noted that they are working on compiling the current CDA policies and will bring potential changes to the Committee for consideration.

C. Consideration and discussion of proposed changes to the Admissions and Continued Occupancy policy (ACOP)

The current ACOP policy manual has not been reviewed for several years. There are several

sections to the manual and staff has begun an initial review. A portion of the changes included updating references to the more current HUD regulations.

The Committee felt that these changes were administrative and wanted to authorize Staff to make the adjustments.

Motion:

To authorize Staff to make policy reference adjustments to remain compliant with the current HUD regulations.

Fordham (1); Wastlund (2)

Aye: All via voice vote

Nay: None

7. New Business

None

8. Board Member Comments

No member wished to make a comment at this time

9. Adjournment

A motion was made to adjourn the meeting at 6:36 P.M.

Fordham (1); Wastlund (2)

Aye: All via voice vote

Approved by Executive Committee on:

Carolyn Wastlund, Chair

Patrick Cannon, Recorder